

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3317    **TITLE:** RECREATION DIVISION SUPERVISOR II    **GRADE:** S-29

**DEFINITION:**

Under direction, to serve as head of a division with County-wide responsibility for multiple program areas; to directly supervise full-time, seasonal support, and volunteer personnel; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

None.

**ILLUSTRATIVE DUTIES:**

Develops, implements, and supervises an extensive program of recreation activities for the entire County;  
Directs the overall operation of the division's programs and services;  
Determines operational and programmatic policies and procedures;  
Prepares the division budget;  
Supervises and trains subordinates and volunteers in the activities of division programs;  
Arranges for facilities for community and county use;  
Resolves department-wide issues pertaining to the specialty;  
Researches and adopts new concepts and best practices in the subject area;  
Projects future service needs and develops innovative strategies to meet the continual needs of the citizens;  
Determines division's annual and long-range goals and decides strategies to implement goals;  
Writes new and on-going grant proposals;  
Serves as County recreation consultant in the division's subject area;  
Interprets the philosophy of the Department's service delivery approach to the general public;  
Prepares reports on the division's subject areas;  
Maintains statistical data and analyzes service and customer outcomes;  
Evaluates, analyzes, and improves service delivery and maximizes the use of partnerships;  
Participates in the activities of professional recreation organizations;  
Approves the hiring of limited-term employees;  
Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of public recreation;  
Ability to plan and develop programs in recreation;  
Ability to manage facility allocations;  
Ability to schedule facilities;  
Ability to maintain effective relationships with employees and the general public;  
Ability to write clear and concise reports;  
Ability to conduct needs assessments, policy development, and quantitative analysis.

**EMPLOYMENT STANDARDS:**

**CLASS CODE:** 3317 **TITLE:** RECREATION DIVISION SUPERVISOR II **GRADE:** S-29  
Page 2

Any combination of education, experience and training equivalent to the following:  
Graduation from an accredited four-year college or university with major course work in a recreation speciality; PLUS  
Four years of progressive full time experience in community recreation activities, including one year at the level of Recreation Division Supervisor I; OR  
Six years in recreation with either direct program management experience, or five years in the appropriate speciality area. A masters degree may be substituted for one year of the required experience.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REVISED: September 11, 1998  
REVISED: September 11, 1981